



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 7/24/06

JOB TITLE: Tax Credit Analyst - Compliance

SALARY: (R9) (\$ 36,382) - (\$ 51,199)

DIVISION: Tax Credit Services

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under general supervision, and pursuant to Section 42 of the Internal Revenue Code and New Jersey's Qualified Allocations Plan, monitor compliance requirements for recipients of tax awards; conduct on-site project inspections as needed; conduct research relative to LIHTC program legislation; participate in presentations at Low Income Tax Credit conferences and seminars; perform related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

Two (2) year college degree; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

2) EXPERIENCE / SKILLS:

Five (5) years experience in housing finance. Knowledge of Federal, State and local housing programs including Section 8 Community Development Block Grants and Balanced Housing preferred. Must be proficient in Microsoft Word and Excel; must have ability to work independently to accomplish multiple assignments simultaneously, as well as the ability to communicate effectively orally, in writing, and to listen actively; and to perform and analyze financial calculations and draw conclusions.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J., 08650-2085; FAX (609) 278-8858.